

# **South Derbyshire District Council**



## **Personal Development Plan for Elected Members**

**Councillor .....**

**Name:**.....

**Date:**.....

**Length of service as an elected member:**

Number of years	County	District	Parish
0 – 1 year			
1 – 5 years			
5 – 10 years			
10+ years			

**Roles currently held within the Authority and Group:**

.....  
.....  
.....

**Training undertaken within the Authority (Please refer to the enclosed list)**

**Skills obtained from training undertaken outside the Authority, which can be transferred to your role as a member of SDDC**

**Current/Last Occupation:** .....

**Experience with other organisations / external bodies**

**Example: School Board of Governors, Magistrates**

## **Strengths**

### **Major strengths**

**1**

**2**

**3**

**4**

**5**

### **Key areas for development**

**1**

**2**

**3**

**4**

**5**

## **Preferred Learning Methods**

**Options for meeting your development needs.**

**Example: mentoring, e-learning, and courses.**

**Councillor's Name:**.....

**Group Leader's Name:**.....

### **Twelve Month Action Plan**

**The action plan could build on strengths, work on areas of development or concentrate on new skills for a future role.**

<b>What do I need to do?</b>	<b>How will this assist me with my Development Plan</b>	<b>When will I have completed this action?</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		

### **Long Term Development Plan**

**Options for the future...**

**On completion of the Personal Development Plan Group Leaders are asked to photocopy this page and forward it in confidence to the Head of Legal and Democratic Services in order for appropriate Learning and Development events, opportunities etc to be organised.**

**Councillor's signature:**.....**Date:**.....

**Group Leader's signature:**.....**Date:**.....

## **Review Process**

**How will we review your progress?**

**When will I review this plan?**

## **Additional Information**

**On completion of the PDP a photocopy is required for the Councillor (for their records) and the Group Leader is required to keep the original.**

**Councillor's signature:.....Date:.....**

**Group Leader's signature:.....Date:.....**

**This section is to be completed when the review is being undertaken**

## **Notes from Review**

## Prompt List of ideas for development

Development Ideas	Training Required	Training Completed
<b>Community Leadership</b>		
Community engagement		
Partnership working – general		
Partnership working – LSPs		
Equality and Diversity, hard to reach groups and deprivation issues		
Managing casework		
Local Leadership		
Local Area Agreement		

<b>Overview and Scrutiny</b>		
Effective Overview and Scrutiny		
Policy Development and Scrutiny		

<b>Communication Skills</b>		
Media, promotion and press relations skills		
Public speaking (+ speaking in the council chamber)		
Other presentation skills		
Plain English and writing for various audiences		
Negotiating and influencing skills		
Chairing skills and running effective meetings		
Dealing with difficult individuals		
Networking		
Personal Impact		
Advocacy		
Methods of communication-memos/letters/reports/electronic		

<b>IT</b>		
General – using email, finding information on council systems and/or internet etc.		
Desktop publishing		
PowerPoint		
Access or similar database		
Web publishing		

<b>Regulatory Functions</b>		
Planning policy and practice – updates, inc LDF and how approached elsewhere		
Working of internal audit		
Ethics & Probity/Standards Committee/Board		
Risk Management		
Health and Safety Responsibilities		
Code of Conduct		
Procurement		
Local Government Finance including investment		
Pensions		
Children and young people's issues		



<b>Legislation</b>		
Human Rights		
Crime & Disorder		
Social Exclusion		
Agenda 21		
Community Planning		
Social & Economic Wellbeing		
Adult Safeguarding		

<b>Political Skills</b>		
Political understanding, skills and briefings		
General information and briefing about council set up, local statistics, policy changes etc.		
Leadership and motivation		
Performance management		
Strategic thinking/big picture		
Change management		
Local authority policies		
CPA		
Standards Committee		
Regulating and monitoring		
Scrutiny and challenge		

<b>Business Management Skills</b>		
Time management and prioritisation skills		
Speed reading		
Project Management		
Research analysis /data comparison		
Information management		
Project Management		
Data Protection		

<b>LEARNING METHODS</b> -Establishing a learning organisation by continuous learning and sharing		
Mentoring		
Sharing good practice		
Networking		
Visits to relevant organisations		
Officer support available		
Peer support available		
E-learning		
Courses		
Conferences		
Reading		
Skills sharing		
Exchanges or visits to other councils		
Participation		